

PROCEDURE FOR AN ANNUAL ENTERTAINMENT LICENSE

Please submit the following information to be scheduled for a hearing:

- 1 Three page Entertainment application.
- 2 Zoning sign-off, from the Zoning Department (349-6100), on the Licensed Premises Inspection Approvals form.
- 3 Floor plan (may be hand drawn) on 8 ½" X 11" size paper *only*, showing the address, layout of the premises including location of equipment.
- 4 Stamped Articles of Organization, if a Corporation. LLC Agreement if a Limited Liability Company. Partnership Agreement if a Partnership.
- 5 A Business Certificate or D/B/A certificate from the City Clerk's Office, first floor of City Hall (349-4260).
- 6 A check for \$175.00, made payable to the City of Cambridge, for the hearing and advertising fee.

Once **ALL** of the above is submitted, you will be scheduled for the next available hearing. Hearings are typically held on Tuesday evenings starting at six o'clock. We will send you written notification of the hearing date. We publish an advertisement in the Cambridge Chronicle, or other local Cambridge newspaper.

7. Once the ad is published, you must notify abutters. You go to the City Assessor's Office for this list. You will copy the ad from the paper and mail it within three days of the publication to the abutters by certified mail, return receipt requested. You will then sign the affidavit, attach the white receipts from the Post Office and submit to us. The green cards may be turned in at the hearing.

The following must be submitted after you apply but **BEFORE** the hearing:

8. A signed lease or letter of intent from the landlord.

*Please note that the Fire Department will automatically do a premise inspection before the hearing.

If you are approved for an Annual Entertainment license, the following must be completed **BEFORE** you are allowed to operate:

1. Approvals from the building and wiring departments on the Licensed Premises Inspection Approvals form (if you have done construction).
2. A check, made payable to the City of Cambridge, for the license fee. (License fee is calculated on a sliding scale per category).

License Commission approvals are only valid for six months from the decision date and you **MAY NOT** operate until we issue the license to you.

ANNUAL ENTERTAINMENT LICENSE
TO BE EXERCISED DURING CY 20____

DATE: _____

The following corporation, _____ doing business as, _____ hereby applies for annual entertainment licenses to be exercised on the premises at _____ in Cambridge. The entertainment licenses are sought for daily operation during Calendar year 20____ during the following hours:

Sunday, from _____ to _____	Thursday, from _____ to _____
Monday, from _____ to _____	Friday, from _____ to _____
Tuesday, from _____ to _____	Saturday, from _____ to _____
Wednesday, from _____ to _____	

If applicable, 1 AM licenses may have entertainment to 2 AM the day before a legal holiday.

The specific categories of licensed entertainment requested are marked:

_____ Dancing by Patrons	_____ Dancing Exhibition
_____ Comedy Show	_____ Acrobatic Show
_____ Beauty Contest	_____ Body Building Show
_____ Wrestling Exhibition	_____ Magic Show
_____ Darts	_____ Karaoke
_____ Reading of Poetry or other Works	_____ Bowling Alley Lane
_____ Beauty Contest	_____ Pool or Billiard Table
_____ Talk Show where a patron converses with one or more hired entertainers	_____ DJ
_____ Live Musical Instruments and/or Live Vocalists, with amplification	
_____ Live Musical Instruments and/or Live vocalists without amplification	
_____ Other Live Entertainment as follows: _____	

The specific categories of licensed entertainment devices requested are:

#of each	#of each
_____ Juke Box	_____ TV, Video Screen or Film Projector Screen (except the first screen on a video juke box and except a cinema screen)
_____ Video Juke Box	_____ Video Game, Pinball Machine, or other
_____ Radio	_____ Other Device described as follows: _____
_____ Phonograph Record Machine	
_____ Audio Tape Machine/CD/Computerized Automatic Amusement Device	
_____ Digital Media playing music Below conversation level	
_____ Audio Tape Machine/CD/Computerized Digital Media playing music At conversation level	
_____ Audio Tape Machine/CD/Computerized Digital Media playing music Above conversation level	

The specific number of cinema screens requested is _____.

The specific number of stages or separate area for live dramatic performances requested is _____.

QUESTIONNAIRE TO BE ANSWERED UNDER THE PAINS AND PENALTIES OF PERJURY

1. Has the corporate applicant paid all due and owing Massachusetts State taxes?
_____Yes _____No
2. Has the corporate applicant filed with this application a floor plan or floor plans showing the exact location requested for each type of licensed entertainment and each licensed entertainment device; each sound amplifier; each speaker; each area where performers are located; each area where patrons may stand and each area where patrons may dance.
_____Yes _____No
3. Will the entertainment sought to be licensed be accessible and perceptible to all classes and ages of the public? _____Yes _____No
4. Will access or perception of the entertainment sought to be licensed be restricted to any patrons by reason of age? _____Yes _____No; if a licensed premise serving alcohol there must be an ID plan.
5. Pursuant to M.G.L.ch. 140 §181 and §183A, as part of any entertainment sought to be licensed, will any persons be permitted to appear, in person or in a video production, in any manner as to expose to public view any portion of the pubic area, anus, or genitals, or any simulation thereof? _____Yes _____No
6. Pursuant to M.G.L.ch., 140 §181 and §183A as part of any entertainment sought to be licensed, will any person be permitted to appear, in person or in a video production, in any manner or attire as to expose to public view any portion of the breast below the top of the areola, or any simulation thereof? _____Yes _____No